

# Producers' compliance checklist

**This is a self-assessment checklist for producers of aggregates wishing to test and demonstrate the compliance of their process to the WRAP Quality Protocol for production of aggregates from inert waste.**

Please consider your process and activities and tick "Yes" or "No" as applicable for each question. Refer to the accompanying Guidance Notes for further details as required.

Your process is fully compliant with the Quality Protocol for production of aggregates from inert waste only if you respond "Yes" to all questions.

Measures to correct areas of non-compliance (where ticks have been scored in the "No" column) must be identified and implemented to achieve compliance with the Quality Protocol. Recycled aggregates that are produced by a process not fully compliant with the Quality Protocol are likely to be a waste and subject to Environmental Permitting Regulations (England & Wales) or Waste Management Licensing Regulations (Scotland & Northern Ireland).

Checklist and Summary Guidance <sup>1</sup>	YES	NO
<p><b>Waste management requirements (QP ref* 3.4.1, 3.4.4, 3.6.1 and 3.7.1)</b></p> <p>Does your recycling operation have the required environmental permit/waste management licensing/exemptions and is the Duty of Care applied?</p> <p><i>NOTE: You must demonstrate that you meet the statutory and regulatory requirements, including use of registered waste carriers and Waste Transfer Notes (WTNs). Please consult the Guidance Notes for further details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Acceptance of incoming waste (QP ref 3.4.1 to 3.4.4 and App C)</b></p> <p>Do you have site/location specific Acceptance Criteria procedures for the incoming waste?</p> <p>Do your Acceptance Criteria include a description of the types of waste accepted and a description of the method of acceptance?</p> <p><i>NOTE: List Of Waste Regulations/ European Waste Code for consistency with the WTNs must be used. You must demonstrate that only inert waste is accepted for production of aggregates to the Quality Protocol. Inspection at receipt and at tipping must be carried out.</i></p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>Are material input records kept?</p> <p><i>NOTE: A record of each load received and accepted must be kept.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Do you have a procedure for non-compliant waste?</p> <p><i>NOTE: You must demonstrate how you are dealing with non-conforming incoming waste. Please consult the Guidance Notes for further details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Production and Standards/Specifications requirements (QP ref 3.1 to 3.3 and 3.5)</b></p> <p>Have you set up a Factory Production Control (FPC) system, which includes a Method Statement of Production (MSP), describing the waste recovery process and the range of products?</p> <p><i>NOTE: FPC is mandatory for production of aggregates to BS EN Standards and common industry specifications and it is a requirement of the Quality Protocol. The MSP may be represented by a flow chart. All materials produced must be listed. Implementation of the FPC must be demonstrated using the detailed list of requirements within the guidance notes.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Do you produce to established specifications and/or standards?</p> <p><i>NOTE: Aggregates must be produced to be fully compliant to established specifications and/or standards.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist and Summary Guidance <sup>i</sup>	YES	NO
<p><b>Testing (QP ref 3.6, 3.6.1 and 3.6.2)</b></p> <p>Have you defined what testing to undertake, and how often, for each material you produce?</p> <p><i>NOTE: Any material produced to a FPC must have a defined testing procedure and sampling and testing frequency. Please refer to the Guidance Notes for examples of minimum testing frequencies.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does your testing regime comply with the requirements of the standards and specifications for the aggregates you are producing?</p> <p><i>NOTE: Aggregates produced to standards and specifications must be tested to demonstrate compliance to those standards and specifications.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Do you have a procedure for dealing with non-conforming products?</p> <p><i>NOTE: You must demonstrate that non-compliant products are dealt with in accordance to the FPC.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Documentation (QP ref 3.7.2, 3.7.3, 3.8 and 3.9)</b></p> <p>Do you keep a record of all the appropriate documents, in accordance with the FPC, and specifically of the results of the tests undertaken as required by the standards and specifications?</p> <p><i>NOTE: A list of records that must be kept in accordance to the FPC is provided within the Guidance Notes.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the delivery ticket of your product contain the description of the material in accordance with the industry or client specification and does it include a statement that the aggregate was produced to a quality scheme meeting the Quality Protocol?</p> <p><i>NOTE: Details on the delivery ticket must be provided in accordance with the FPC. The statement that the aggregate was produced to a quality management scheme conforming to the Quality Protocol can only be inserted if no "No" cells have been ticked in this self-assessment form.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

The competent authority for Environmental Permitting (England and Wales) Regulations is the Environment Agency, for Waste Licensing Regulations in Scotland is the Scottish Environment Protection Agency and in Northern Ireland is the Department of the Environment (Environment and Heritage Service). These agencies are able to confirm or provide information on permits, licences and exemptions to third parties if required. They are also able to require documentary proof of the compliance to the Quality Protocol from recycled aggregate producers who claim to be operating to the Quality Protocol.

\* QP refs. are for numbered sections in the three versions of the WRAP Quality Protocol for the production of aggregates from inert waste covering England & Wales, Scotland, and Northern Ireland.

Copies are available from [http://www.aggregain.org.uk/quality/quality\\_protocols/index.html](http://www.aggregain.org.uk/quality/quality_protocols/index.html)

For additional information on Quality Management Systems go to: <http://www.aggregain.org.uk/quality/index.html>

<sup>i</sup> Expanded guidance notes are available in a separate document called: Guidance Notes to the Producers' compliance checklist for the Quality Protocol for the production of aggregates from inert waste

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